

BUMEDINST 1500.22  
BUMED-56  
9 Jul 97

BUMED INSTRUCTION 1500.22

From: Chief, Bureau of Medicine and Surgery

Subj: REVIEW AND EVALUATION OF OPERATIONAL READINESS TRAINING  
PROGRAMS FOR MEDICAL DEPARTMENT PERSONNEL

Ref: (a) Manual for Educational Administration, April 1992  
(b) SECNAVINST 5214.2B

Encl: (1) Navy Medical Department Operational Programs  
Coordinated by the Bureau of Medicine and Surgery's  
Subordinate Commands  
(2) Curriculum Documentation Format  
(3) End of Course Report Format

1. Purpose. To establish guidelines and procedures for the review and evaluation of naval Medical Department operational readiness training programs, as identified in enclosure (1).

2. Cancellation. HSETCINST 1500.5.

3. Background. Naval Medical Department programs of instruction are established to meet specific operational requirements. All education and training programs shall be reviewed and evaluated on a periodic basis to determine whether programs meet Navy education and training requirements. Reference (a) specifically defines, as part of the BUMED mission, the responsibility for evaluating and monitoring those programs supported by BUMED. This instruction provides formal guidance necessary to ensure the vital function of program review and evaluation is conducted in the most efficient and effective manner.

4. Policy. Operational readiness training programs are established to meet specific operational role and skill requirements. Training programs shall be reviewed and revised periodically as needed to meet changing requirements.

5. Definitions. For the purposes of this instruction, the following definitions apply:

a. Operational Readiness Training Programs. Formal courses to prepare Medical Department personnel for their operational and

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wartime missions. Training programs may belong to one or more of the following categories: Navy Enlisted Classification (NEC) producing or sustainment, subspecialty-producing, mission or billet-specific for augmentation platform, or training required proximate to assumption of one's operational or wartime role.

b. Internal Evaluation. Review of a program or course of study conducted by personnel assigned to the activity providing the educational program.

c. External Evaluation. Review of a program or course of study conducted by personnel from outside the activity providing the educational program.

d. End of Course Report. An objective, written review of the educational program that includes a summation of student critiques and instructor comments for the course, administrative concerns, and recommendations for future improvements.

## 6. Responsibilities

### a. BUMED

(1) Liaisons with appropriate course sponsors to define and clarify naval Medical Department officer and enlisted program requirements.

(2) Approves all course curricula for programs coordinated or presented by BUMED training commands and detachments.

(3) Evaluates, externally, all operational readiness training programs on a cyclical basis.

(4) Provides subject matter expertise in the following areas: analysis, design, development, implementation, student selection criteria, program content, and internal evaluation.

(5) Formulates recommendations to improve program quality, based on program review and evaluation.

(6) Monitors followup action required as a result of program review and evaluation recommendations.

### b. Training Activities

(1) Develop or modify curricula, and coordinate, or

conduct education and training programs for naval Medical Department personnel, as directed by BUMED.

(2) Conduct internal evaluation, on a continuing basis, for all operational readiness training programs under their cognizance.

(3) Recommend to BUMED curricula modifications based on the analysis of data collected as a result of internal evaluation and annual curriculum reviews.

(4) Make minor internal modifications to curricula without BUMED approval, but may not change learning objectives, organization, or scope of any segment of a program. Changes in schedules, instructional techniques, or references, and additions or deletions of learning activities are examples of internal modifications that may be accomplished without prior approval or notification of BUMED.

## 7. Action

### a. BUMED

(1) Establishes and maintains communication with the Department of Defense (DoD) and operational commands as necessary to define and clarify training requirements for officer and enlisted operational readiness training programs.

(2) Develops and implements criteria and related procedures for the review and evaluation of all Navy Medical Department operational readiness training programs.

(3) Conducts on-site evaluations of programs at least every 3 years, or more frequently as required by changes or modifications to Navy and DoD requirements.

(4) Makes recommendations to training activities based on program review and evaluation.

(5) Directs and assists training commands and detachments, as required, in implementing appropriate program revisions or modifications.

(6) Approves all operational readiness training program curricula and curricula revisions for implementation or continuation.

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b. Training Activities

(1) Provide to BUMED (MED-05) a copy of the curriculum for each operational readiness training program. Enclosure (2) is the suggested format for submitting the required documentation.

(2) Convene a curriculum review committee annually for each course, and forward minutes and recommendations to BUMED (MED-05) for review and approval. Committee membership shall include the BUMED training program sponsor.

(3) Before implementing proposed major revisions to curricula, submit proposed revisions to BUMED (MED-05) for review and approval.

(4) Submit an end of course report to BUMED (MED-05) within 30 days of course completion for those courses conducted 4 times a year or less. For courses conducted more frequently, an annual report is adequate unless issues arise requiring intervention of BUMED or higher authority. Enclosure (3) provides a suggested format.

8. Report Exemption. The requirements contained in paragraph 7b(4) are exempt from reports control by reference (b), part IV, paragraph G8.

W. H. SNELL  
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Available from:

<http://support1.med.navy.mil/bumed/instruct/external/external.htm>

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NAVY MEDICAL DEPARTMENT OPERATIONAL PROGRAMS  
COORDINATED BY THE BUREAU OF MEDICINE AND SURGERY'S  
SUBORDINATE COMMANDS

CIN	COURSE/PROGRAM
B-6I-2303	Strategic Medical Readiness Contingency Course
B-6I-2310	Plans, Operations, and Medical Intelligence Course
B-300-2400	Fleet Hospital Field Training
B-300-2405	Fleet Hospital Indoctrination and Orientation Course
B-6A-2300	Surface Warfare Medical Officer Indoctrination Course
B-6C-6002	Casualty Treatment Training Course for Dental Officers
B-6I-2311	Medical Regulating Course
B-6A-2200	Undersea Medical Officer Course
B-6A-1001	Medicine in the Tropics Course
B-00-1300	Aerospace Physiology
B-00-1400	Aerospace Experimental Psychology
B-6A-2100	Aerospace Medicine Flight Surgeon
B-300-0001	Submarine Force Independent Duty Corpsman (IDC)
B-300-0019	Surface Force Independent Duty Corpsman (IDC)
B-300-0017	Aerospace Medicine Technician
B-322-0011	Aerospace Physiology Technician
B-300-0022	Deep Sea Diving Technician
B-300-0030	Refresher Training for Undersea IDC
B-300-0033	HM-8425 Senior Medical Department Rep. Refresher
B-300-0034	Hospital Ship Full-Operating Status Crew Orientation
B-300-2313	Medical Effects of Nuclear Weapons
B-322-0010	Radiation Health Technician
B-322-0012	Preventive Medicine Technician
B-300-1000	Surface Force Medical Indoctrination
B-300-0075	Search and Rescue Medical Technician

Enclosure (1)

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BUMED assures Navy medical training requirements are met  
by these programs conducted by other services or Chief,  
Naval Education And Training

CIN	COURSE/PROGRAM
B-6H-0001	Combat Casualty Care Course
B-6I-2304	Combat Casualty Management Course
B-300-0011	Fleet Marine Force Reconnaissance Corpsman, Basic
B-300-0015	Special Operations IDC
B-300-0042	Special Operations Technician (SOCM)
B-300-2403	Amphibious Reconnaissance Corpsman IDC
A-433-0020	Medical Deep Sea Diving Technician
B-300-0038	Medical Management of Chemical/Biological Casualties

BUMED provides support to these courses managed  
by the Marine Corps

CIN	COURSE/PROGRAM
B-6A-0015	Fleet Marine Force Medical Dept. Officers Course
B-6A-3216	Landing Force Medical Staff Planners Course
B-300-0013	Field Medical Service Technician
B-300-0053	Field Dental Service Technician
B-300-0036	Cold Weather Medicine Course
B-300-2312	Mobile Medical Augmentation Readiness Training Field Medical Service School
Pending	Wilderness Medicine Course

BUMED also provides technical support to operational short  
courses managed by the Navy Environmental Health Center (NEHC)  
and to the short aviation physiology courses managed by the  
Naval Operational Medicine Institute (NOMI).

CURRICULUM DOCUMENTATION FORMAT

I. Course Data Page:

- A. Course Title:
- B. Purpose of Course:
- C. Course Identification Number (CIN):
- D. Course Length:
- E. Frequency of Offerings:
- F. Primary Mode of Instruction:

II. Student Data:

- A. Target Audience:
- B. Prerequisites:
- C. Security Clearance: (if necessary)

III. Course Overview:

For each topic provide:

- A. Lesson Topic/Title
- B. Allotted Hours
- C. Terminal Objective
- D. Enabling Objectives
- E. Reference List

NOTE: This is a suggested format; if application for continuing education accreditation is to be made, use the format recommended by the accrediting body (i.e., CEARP or CME), ensuring that all above elements are also included.



Enclosure (2)  
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END OF COURSE REPORT FORMAT

Course Name:

Course Dates:

Location:

Course Coordinator/Point of Contact: (include phone number)

Number of Students:

Summary of Student Critiques: Brief statement of trends in student critiques, i.e., "Overall, critiques were positive. Two areas require further attention - modules on time management and fiscal trends received negative marks and comments."

Instructor Comments: Briefly summarize instructional or course management issues identified (note trends; individual comments are not necessary).

Administrative Concerns Identified:

Recommended Actions: Include identification of office or department responsible for resolving issue; target completion date.

Recommendations to Higher Authority: Identify those issues that can not be resolved locally. Include information on what has been done.

Enclosure (3)